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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Agency Vehicle Economics

REFERENCE : Memorandum to DD/S from CPA/DD/S, subject:  
Bureau of the Budget Circular No. A-22  
dated 31 January 1964

1. Paragraph 3. of this memorandum contains a recommendation for your approval.

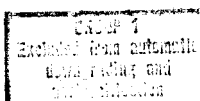
2. As directed by the reference, we have developed a program designed to increase control over Agency vehicles and to reduce the vehicle inventory consistent with the minimum requirements of assigned missions. This program consists of these actions:

a. Establish a Single Authority for the Initial Approval and Subsequent Monitoring of Vehicle Assignments

We recommend that all vehicle authorizations, including project vehicles, be made the responsibility of the Office of Logistics. At present, Agency vehicles authorized for an operating element are included in a Consolidated Table of Vehicular Allowances (CTVA) approved by the Office of Logistics. The chief of each operating element, in turn, approves an individual Table of Vehicular Allowances (TVA) for each station, base or activity under his control. Project vehicles, which at present are approved by a Deputy Director or his designee, recently were removed from CTVA's at the request of the Deputy Director for Plans. We now propose to eliminate the CTVA concept completely. Our approach will require Office of Logistics approval for each station, base, project and activity TVA. This action can be accomplished by an amendment to the vehicle regulation, [ ] (paragraph c., Attachment).

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**b. Establish a Single Vehicle Operation Record-  
Keeping Procedure, Worldwide**

As the result of meetings held with representatives from DD/P and SSA/DD/S, we feel that this proposed action meets with general approval. A revision to [ ] now in draft form, will require each chief of station or base to submit to headquarters a completed Annual Motor Vehicle Operating and Maintenance Record (Form 997) for each Agency owned vehicle under his control. As is now done for domestic vehicles, these records will be forwarded to the Office of Logistics for review and retention. The same group, i.e., representatives of DD/P, SSA/DD/S and the Office of Logistics, has also agreed that the Office of Logistics should be the central record-keeping activity for transportation allowances. [ ] the controlling regulation, is being rewritten to reflect this intent.

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**c. Eliminate from the Inventory those Vehicles not  
Meeting Minimum Utilization Criteria**

We propose that any Agency passenger vehicle which is not driven on official business at least 8,000 miles during a 12-month period be eliminated from the vehicle inventory, except for extraordinary cases. Action is being taken to accomplish this for those domestic vehicles which did not meet minimum utilization standards during FY 1963 based on a review of the Form 997 prepared for each domestic vehicle. This goal can be reached worldwide by publication of a revision to [ ] (paragraph a.(3), Attachment). As a second step toward inventory reduction, we recommend that a comprehensive survey (worldwide) be conducted by Office of Logistics personnel, of all stations and bases to determine the adequacy of current vehicle authorizations. The personnel charged with this mission should be delegated the authority to make on-the-spot revision to individual station and base TYA's.

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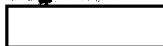
**d. Reduce the Number of QP Vehicles now Owned  
by the Agency**

The working group mentioned in paragraph 2.b. above has agreed to provisions designed to accomplish this action. The approach taken expands present policy governing reimbursement for the use of personally-owned vehicles on official business. It is our belief that a greater number of employees will be agreeable to using their own vehicles for official business if a more flexible and liberal reimbursement procedure is provided. Coupled with this action are increased controls and limitations on the use of QP vehicles.

3. It is recommended that you approve the initiation of the actions itemized in paragraph 2. above.

**JAMES A. GARRISON**  
Director of Logistics

Attachment:  
Proposed Revision -



**APPROVED:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**L. K. WHITE**  
Deputy Director  
for Support

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**ATTACHMENT**

**LOGISTICS**



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**3. GOVERNMENT-OWNED MOTOR VEHICLES**

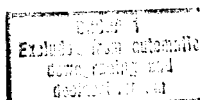
**a. GENERAL**

- (1) This paragraph pertains to assignment and use of Agency-controlled, Government-owned motor vehicles (hereinafter referred to as Agency vehicles).
- (2) Agency vehicles shall be procured and used in a manner which will afford the Agency the necessary transportation facilities at the minimum expense. Vehicles shall be pooled to the maximum extent possible and shall be personally assigned to individuals only where their activities are such that pooled transportation is not practical.
- (3) Passenger vehicles not driven on official business for at least 8,000 miles during a fiscal year will be eliminated from the Agency inventory unless retention is specifically justified by the chief of an operating division.

**b. DEFINITIONS**

- (1) A Table of Vehicular Allowances (TVA) prescribes the number of motor vehicles authorized for a station, base, project, or other element of an operating office.

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c. ASSIGNMENT

(1) Vehicles, including project vehicles, will be assigned on the basis of TVA's approved by the Director of Logistics. Requests for establishment or revision of TVA's will be submitted to the Office of Logistics and shall include the following information:

(a) Total number of each type of vehicle required and description including:

- (1) Body type; i.e., sedan, station wagon, truck, van, etc.
- (2) Capacity; i.e., 5-passenger, 8-passenger, 2½ ton etc.
- (3) Special equipment required (see subparagraph c(1)(d) below).

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- (a) A narrative statement including the following general information:
- (1) Functions requiring vehicular support.
  - (2) Total number of personnel authorized by staffing complement and present for duty.
- (c) Specific information on each proposed vehicle as follows:
- (1) Proposed utilization; i.e., pool assignment, full-time assignment to a limited group of individuals or an organizational element, or assignment to an individual for his full-time use as either an official or a QP vehicle.
  - (2) Explanation for necessity of any assignment other than pool.
  - (3) Estimate of use, based on average weekly mileage and hours of service.
  - (4) For cargo-carrying vehicles, type, weight, and cube of commodities to be hauled.
  - (5) Any local conditions or operational requirements influencing the proposed assignment and use of the vehicle.

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- (6) Reasons why each requirement cannot be met through the use of commercial transportation or other Government vehicles.
- (7) For passenger-carrying vehicles, circumstances precluding the use of a privately-owned vehicle on a reimbursable basis.
- (d) Special Equipment Requirements. A proposed TVA shall include justification for special equipment required. Special equipment consists of major conversions or major additions to be installed; such as 4x4 power train, winches, right-hand drive, or special bodies which will be required on a continuing basis on the initial vehicle supplied under a TVA as well as all subsequent replacement vehicles. When approved, special equipment will be included as a part of the vehicle description on the TVA.
- (2) Optional items shall not be included or approved as part of the TVA. Justification for such options shall be included with the vehicle requisition. Certain options, shown below, are controlled items and must receive Office of Logistics approval prior to acquisition:

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Air conditioner

Radio

White sidewall tires

Power steering, brakes, and windows

A replacement vehicle may contain the same optional equipment as the vehicle being replaced without rejustification if the requirement for this equipment still exists.

- (3) In accordance with [ ] a transportation allowance may be approved in lieu of the assignment of an Agency vehicle [ ]

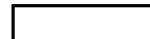
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[ ] for exclusive use provided that the vehicle is authorized within the approved TVA. The combined total of Agency vehicles and transportation allowances shall not exceed the number of vehicles authorized in the approved TVA for the activity. An Agency vehicle may not be assigned to an individual who receives a transportation allowance.

- (4) Operating Officials shall submit annual justification for each vehicle under their control. This may take the form of a statement that previous justifying data still is valid in the event that each vehicle assignment and its justification (paragraph c. (1) above) remains unchanged. This report, due in the Office of



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Logistics on or before 15 August each year, will cover the 12-month period ending 30 June.

- (5) TVA's shall not be increased except in unusual circumstances; e.g., the expansion of an activity, station, base, or other component. Reduction in the number of employees or the closing of a station, base, or other component shall be cause for review at local levels and by Operating Officials with a view to a TVA decrease or cancellation.